

The Town of Weare



REQUEST FOR PROPOSAL FOR LEGAL SERVICES

General Description

The Town of Weare, a municipal government located in Hillsborough County, New Hampshire, is requesting proposals for special professional services in the area of general legal services from an established law practice possessing a strong municipal law capacity.

It is expected that the Legal Counsel shall maintain a consultative-harmonious relationship with the Town Administrator and the Board of Selectmen providing proactive advice as needed. It is the intent of the Town to enter into a two-year agreement with the potential for renewal up to four additional years.

Description of the Municipality

The Town of Weare was incorporated in 1764 and has a long history of being a quiet town that proves to be desirable to domicile in. The latest population estimates place the residency of the Town at just below 9,000. The Town of Weare is a SB2 Town operating on the calendar budget cycle and has a March Town Meeting. It is approximately 64 square miles in size. The Town's day to day operation is overseen by a Town Administrator who is appointed by, and accountable to, the five-member Board of Selectmen which meets bi-weekly.

The Town has a Town Clerk's Office, Tax Collection Office, Finance Administrator, Code Enforcement Office, Assessing Office (assessing work currently contracted to Avitar Assessing in Chichester, NH), Land Use Department, Public Works Department (including Transfer Station, and small Sewer and Water Departments), on-call Fire and Emergency Services Department, full-time Police Department (currently covering 2 shifts per day.) The Town also has several volunteer committees, commissions, and boards

such as Planning, Z.B.A., etc. We are not a municipal budget act town but we do have an advisory-based Finance Committee.

Statement of Work

The attorney/firm will be expected to provide expert legal services and advice on the full spectrum of municipal law. The firm will have a history of successfully representing municipalities at all levels of State and Federal jurisdiction, on such diverse matters as warrant preparation, taxation, bond preparation, contract formation and review, and employment law. The firm must have earned favorable decisions for clients in numerous legal proceedings involving ordinances and enforcement, employment and labor, taxation, administration and finance, warrant construction, etc. The firm must be familiar with all aspects of NH municipal law and accompanying regulations.

Land-use legal work is currently handled through the Law Office of Drescher & Dokmo, Milford, NH, and will remain so into the foreseeable future. As such, firms desiring to submit proposals do not need a specialty within Planning Board/Z.B.A. related matters although a familiarity with the concepts and laws is very helpful.

Content of Proposal

The proposal shall include the following information:

1. A resume for all employees of the firm who will provide services to the Town of Weare.
2. Description of continuing education experience within the last two years for all assigned staff.
3. Client references and list of municipalities for which the firm has most recently performed services.
4. Please include the name and phone number of a contact person for each reference.
5. Size of the firm and location of offices and the office from which services will be provided.
6. Listing of hourly professional rates (including cost differential, if any, between work performed by a senior partner and junior member of firm).
7. Listing of any expenses to be charged including mileage and copying.
8. Listing of hourly rates for other staff should extra services be requested.

Evaluation Criteria

Please note that the lowest cost proposal is not necessarily assured of being awarded the contract. The following criteria will be used to determine the ranking of the proposals:

1. The experience and capabilities of the firm and the proposed representative, including experience in litigation.
2. Recommendations from current and previous clients.
3. The quality of the submitted proposal.
4. The cost of services and the method of billing (e.g., required retainer, hourly rate, etc.).
5. The accessibility of the firm and the proposed representative.
6. Any other criterion the Board determines is appropriate.
7. An interview by the Board may be required prior to a final decision.

Submission of the Proposal

Seven copies of the proposal are to be submitted to:

Robert A. Christensen
Town Administrator
Town of Weare
P.O. Box 190
Weare, NH 03281

All proposals must be submitted to the Town no later than **12:00 p.m., April 29, 2005.**

Clearly mark on the outside of the envelope the words "Legal Services Proposal." Proposals may be personally delivered or delivered by common carrier such as the U.S. Post Office. Any questions should be directed to Robert Christensen, Town Administrator at (603) 529-7535.